

1701 - HUMAN RESOURCES DIRECTOR

NATURE OF WORK

This is highly responsible management and complex professional administrative work planning, organizing, staffing, directing, and controlling the activities of the City's Human Resources Department.

Emphasis of the work is on providing efficient professional and technical services to all City departments in the recruitment and retention of employees. This division has a high amount of internal contact and also a high level of public contact. Supervision is exercised through various levels of subordinates over a variety of technical professional, administrative, specialized, and clerical employees with assigned responsibilities in various departmental operations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Manages and supervises department staff which includes interviewing, hiring and training employees; planning assigning and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Analyzes wage and salary reports and data to determine competitive compensation rates.

Prepares personnel forecast to project employment needs.

Recruits a high quality and diverse work force.

Writes directives advising department managers of company policy regarding equal employment opportunities, compensation, and employee benefits.

Provide advice and counsel to all employees from entry level to top management.

Consults legal counsel to ensure that policies comply with federal and state law.

Develops and maintains a human resources management system that meets top management information needs.

Develops and maintains departmental operating budget.

Oversees the analysis, maintenance, and communication of records required by law or local governing bodies and other City departments.

Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.

Represents management in negotiating collective bargaining agreements as needed.

Writes and delivers presentations to corporate officers, government officials, and the general public regarding human resources policies and practices.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the principles, practices, methods, and techniques of all personnel functions, including recruitment, testing, manpower planning, compensation and benefits, and other related areas. Knowledge of statistical methods, wage surveys, job classification, and other research methods and procedures.

Considerable knowledge of City organization, ordinances, laws, rules and regulations, including Personnel Rules, Civil Service Act, Performance Evaluation, Work Rules, etc.

1701 - HUMAN RESOURCES DIRECTOR

Considerable knowledge of Affirmative Action and EEOC rules and regulations.

Ability to effectively manage and supervise other employees.

Ability to read, analyze, and interpret the complex documents.

Ability to respond effectively to sensitive inquiries and complaints.

Ability to write speeches and articles using original or innovative techniques or style.

Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management and public groups.

Ability to establish and maintain effective working relations with other employees and the general public.

MINIMUM REQUIREMENTS

Graduation with a Bachelor's degree with a major in personnel or public administration, and extensive experience in a variety of responsible administrative assignments relative to human resources management in a computer based environment. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General direction is received from the Assistant City Manager who holds the incumbent responsible for the attainment of desired goals and objectives, the professional management of departmental operations, for the quality of service provided to other departments, and for adherence to City policies through personal conferences and review of reports of operations. Secondary direction is received from the City Manager. Work is performed with extensive latitude for the use of independent judgment.

SUPERVISION EXERCISED

Supervision is exercised through various levels of subordinates over a variety of technical, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations.

Rev. 7/98